



TO: All DWD Employees

FROM: Diana L. Gushrowski, Interim Deputy Commissioner
Finance & Administration/Controller

DATE: April 13, 2004

SUBJ: Commissioner's Directive # 2003-30
Fiscal Year-End Close For FY '03-04

RE: All funding sources administered by DWD

Joseph E. Kernan, Governor
Alan D. Degner, Commissioner

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PURPOSE: To inform all staff of guidelines and cut-off dates for processing administrative claims and travel vouchers at fiscal year-end.

RESCISSIONS: None.

CONTENT: As is customary each year, the State of Indiana will be closing its financial books in June and setting up its new books and accounts for the fiscal year that begins on July 1st. As always, this affects when we need to receive payment documents in order to get them paid in this fiscal year.

The annual cut-off date to submit administrative claims and travel vouchers to Accounts Payable for the current fiscal year is ***June 11, 2004***. Claims should not contain dates for the costs of goods, services or travel that occur later than June 11th. Accounts Payable will process the payment documents quickly and will submit as many as possible to the Auditor of State by the required due date of June 16th. All claims submitted after the DWD internal due date (or invoices that indicate goods or services received after that date) will not be processed with the Auditor of State until July 1, 2004. The State Auditor's Office closes down its document processing for two (2) weeks at fiscal year end and may experience backlogs at the July 1st startup. As in the past, this may delay payments. Please allow for such a delay before calling to obtain the status of a reimbursement check or payment.

EFFECTIVE DATE: Immediately upon receipt.

ENDING DATE: June 30, 2004.

ACTION: Submit all available administrative and travel claims for the current fiscal year to Accounts Payable by June 11, 2004. Staff may continue to submit claims past that date. However, those claims will not be submitted to the Auditor of State until July 1, 2004 per the State Auditor's year-end closing instructions. Questions regarding these guidelines may be directed to Pat Tweedy, Accounts Payable Manager, at 232-7726 or Missy Wolfe, Assistant Manager, at 233-6673.

REVIEW DATE: June 30, 2004.

OWNERSHIP: Accounts Payable Section, Fiscal Administration.

DLG/PLT: pt

cc: File YREND04